

State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-C-9
		Effective 5-1-97
Section THE PROCUREMENT PROCESS	Agencies Affected ALL	Replaces 4-1-87
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- F. **Substantial Time Pressure:** When substantial time pressure exists beyond the agency's control. (This does not include administrative delays or confusions in processing the necessary paperwork for purchasing approval.)
- III. For a procurement in excess of its delegated authority, the agency requests a waiver of the bidding process from the State Bureau of Procurement by using form [DOA-3046](#), Request for Purchasing Approval/Authority (RPA), and attaching an explanation why competitive bidding cannot be used and the proposed alternative procedure.
- Agencies requesting waiver of bidding bear responsibility for providing justification for the waiver request. Agency purchasing agents or program managers involved in developing the documentation for this justification should remember that approvals will be based on facts submitted. Justifications should be written in clear, nontechnical language that can be understood by persons who may not be directly involved in, or familiar with, the specific program. A waiver will be obtained prior to entering into competitive negotiation (RFP) or noncompetitive (sole source) negotiation.
- IV. When an agency's request for waiver is approved by the State Bureau of Procurement, the Bureau issues a procurement bulletin to the agency. The bulletin provides the agency with authorization to proceed with the procurement.
- V. When the cost of purchase is expected to be over \$25,000, the agency places a legal notice in the legal notices column of the official state newspaper once each week for a minimum of two weeks. See [PRO-C-6](#), Legal Notice.
- VI. The State Bureau of Procurement may issue a general waiver for a period not to exceed one year, imposing any conditions deemed appropriate. General waivers may be issued to purchase similar materials or services on a recurring basis. See [PRO-C-11](#), General Waiver.
- VII. Bidding policies and procedures may not be waived for procurements of printing and stationery.

Authorized:



Director
State Bureau of Procurement

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- VIII. Each individual or general waiver will be entered by the agency in a register which is open to public inspection.

- IX. See [PRO-C-32](#), Grants and Other Nonprocurement Transactions.

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